

NEW QUALIFYING PARTY REQUIREMENTS

Pursuant to A.R.S. §41-2177.F, it is the licensee's responsibility to notify the Department within five (5) business days of the disassociation of a qualifying party, including the name of the person who will be temporarily responsible for the operation of the business.

The following items must be submitted to the Department:

- 1) Resignation letter from previous Qualifying Party indicating the date he or she ceased to be the Qualifying Party for the license OR letter, signed by a person who is listed under Section D of the Application for License, that indicates the date the previous Qualifying Party ceased to be the Qualifying Party for the license;
- 2) Statement, signed by a person who is listed under Section D of the Application for License, indicating the name of the person who will be the new Qualifying Party for the license.
- 3) Certificate of New Qualifying Party completed by person who will be the new Qualifying Party;
- 4) Statement of Authorization and Release of Information Form completed by the new Qualifying Party;
- 5) If applicable, legal documentation that identifies name of New Qualifying Party and status as a U.S. citizen.
- 6) If applicable, written documentation identifying the country of which the New Qualifying Party is a citizen and documentation that demonstrates the New Qualifying Party's legal right to live and work in the United States.
- 7) Completed fingerprint card (that is provided by the Department) for the new Qualifying Party, along with the \$24.00 fingerprint processing fee, payable in CERTIFIED funds only (i.e. money order, cashier's check or certified check) made payable to the Department of Fire, Building and Life Safety - *Contact Licensing Section at 602-364-1094 or 1095 to request fingerprint card be mailed.
- 8) Successful completion of the dealer or installer tests with a score of 70% or better. (Manufacturers do not have testing requirement.) Testing is **by appointment only** on Wednesdays at 9:00 am. Please call the phone numbers below to schedule a test appointment. Contact the Department to request copy of statutes/rules book be mailed to you. *The statutes/rules book can also be found at our website of www.dfbls.az.gov under "Department Downloads". Note that we will only furnish the statutes/rules book. If you are an installer, you will need to obtain the codebooks referenced on the "Installer Examinee Study Information" sheet. **Please note an exam appointment will NOT be scheduled until after we have received the above documentation and fees.**

Please be aware that the absence of a qualifying party for sixty days shall be grounds for suspension of the license. We also remind you, pursuant to A.R.S. §41-2175.D.5, that the qualifying party must reside within the state of the principal place of business, as listed on the license application form. Should you have any questions, please contact the Investigation Section at 602/364-1094 or 1095.

(10/07)

FILING INSTRUCTIONS FOR NEW QUALIFYING PARTY

CERTIFICATE OF QUALIFYING PARTY, Form B&FS OA 106

1. Each licensee shall provide a Qualifying Party. Pursuant to A.R.S. §41-2142.23., Qualifying Party means a person who is an owner, employee, corporate officer, member or partner of the licensed business and who has active and direct supervision of and responsibility for all operations of that licensed business. The Qualifying Party shall ensure full compliance with all provisions of the Act in regulating the business of the licensee under Title 41, Chapter 16, Articles 1, 2, 3, 4, and 5 of the Arizona Revised Statutes, and the Rules and Regulations of the Office of Administration.
2. A.R.S. §41-2175.D.5 further requires that the qualifying party reside within the state of the principal place of the licensee's business, as listed on the license application, and shall not act in the capacity of qualifying party of more than one license in the same classification.
3. Complete Form B&FS OA 106 as follows:
 1. Top of Form: Full Name, date of birth, residence address and telephone number of person elected to be the qualifying party. Business name as shown on the license and classification, i.e., Class D-8, I-10C or M-9A, etc.
 2. Body:
 - a. Underline position held.
 - b. Answer all questions and provide details as necessary.
 - c. Signature of qualifying party.
 - d. Signature of officer; i.e., owner, partner, member or corporate officer.
 3. Have signatures properly notarized.

STATEMENT OF AUTHORIZATION AND RELEASE OF INFORMATION

Form B&FS OA 103, entitled as above, must be completed in its entirety, including the notarized signature(s), and submitted with the above documentation.

FINGERPRINT REQUIREMENT

The Department of Fire, Building and Life Safety fingerprint card must be completed as outlined in the Fingerprinting Requirements instructions. Please note that the \$24.00 fee, which must be submitted along with each fingerprint card, is payable in CERTIFIED FUNDS ONLY. *If applying in person at our office, we will accept EXACT CASH. Personal or company checks will NOT be accepted in payment of fingerprint fees.

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

New Qualifying Party must complete Sections I, II, and IV. If new Qualifying Party is not U.S. citizen or national, the new Qualifying Party must also complete Section III. New Qualifying Party must submit this completed form and copy of one or more documents that evidence his or her citizenship or alien status.

B&FS OA 151 (12/07)



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

CERTIFICATE OF NEW QUALIFYING PARTY

PLEASE TYPE OR PRINT:

FULL NAME: _____ (DATE OF BIRTH) _____
ADDRESS: _____ (RESIDENCE ADDRESS) _____

(CITY, STATE, ZIP CODE) _____ (PHONE NUMBER) _____
COMPANY: _____ CLASSIFICATION: _____

I HEREBY CERTIFY THAT I have been appointed to act as the QUALIFYING PARTY for the above-named license issued by the Office of Administration, as QUALIFYING PARTY I am a bona fide owner, corporate officer, member, partner; employee (underline one) of the above named license. I assume full responsibility for compliance with the provisions of Arizona Revised Statutes, Title 41, Chapter 16, Articles 1, 2, 3, 4, and 5 and the Rules and Regulations adopted pursuant thereto by the Board of Manufactured Housing. If for any reason I become disassociated or cease to be the QUALIFYING PARTY for the above mentioned licensee, I will within (5) days notify the Office of Administration in writing.

1. Are you presently acting or have you previously acted on a license in the capacity of Qualifying Party in this or any other State? Yes ☐ No ☐
2. Have you had a license refused or revoked within the past twelve months? Yes ☐ No ☐
3. Have you been convicted of a felony in any state or federal jurisdiction, or had a final judgement brought against you in a civil action upon grounds of fraud, misrepresentation or deceit. Yes ☐ No ☐

NOTE: A yes answer to questions 1, 2 or 3 require you to provide details.

4. Are you a citizen of the United States? Provide legal documentation which identifies your name, and status as a U.S. citizen. If you are not a U.S. citizen, provide written documentation identifying the country of which you are a citizen and provide documentation that demonstrates your legal right to live and work in the United States. Yes ☐ No ☐

I HEREBY CERTIFY under penalty of perjury that the foregoing is true and correct, and vouch for the truth and accuracy of all supplementary statements, answers and representations attached hereto and made a part of this application.

SIGNATURE: _____
(Qualifying Party)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

My Commission expires _____ Notary Public _____



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

STATEMENT OF AUTHORIZATION AND RELEASE OF INFORMATION

I, _____
(Full Name) (Date of Birth)

whose home address is _____

(Street address, County, City, State, Zip Code)
telephone no. _____, and whose business address is _____

(Street address, County, City, State, Zip Code)
telephone no. _____, shown as the _____
(owner, president, etc.)

on an application for license as _____
(Type of license applied for, D-8, I-10C, M-9A, etc.)

in the name of _____
(Complete business name, as shown on the Application for license)

do hereby consent to having an inquiry made as to my moral character, professional reputation and fitness for said license.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records, and other information pertaining to me, to furnish to the Office of Administration any such information, including documents, records, or information regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Office of Administration or any of its agents or representatives to inspect and make copies of such documents, records and other information.

I hereby release, discharge and exonerate the Office of Administration, its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information of the inquiry made by the Office of Administration.

State of _____

County of _____

(Signature) _____ (Date)

(Printed Name)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

My commission expires _____ Notary Public _____

FINGERPRINTING REQUIREMENTS

The enclosed fingerprint card(s) must be completed as outlined below and returned to the Department of Fire, Building and Life Safety.

A. One set of fingerprints and fee are required for:

1. The Qualifying Party; and
2. the Individual named as Sole Proprietor, or
3. each Partner of a Partnership, or
4. the President, V.P., Secretary and Treasurer of a Corporation, or
5. the Managing Members of a Limited Liability Company, or
6. each General Partner of a Limited Partnership, or
5. any person applying for a Salesperson's license.

B. Fees

1. A \$24.00 fingerprint processing fee made payable to the Department of Fire, Building and Life Safety shall accompany each returned fingerprint card
2. The fee shall be paid by exact cash, cashier's check, money order, or other certified funds.
3. **NO PERSONAL CHECKS OR COMPANY CHECKS** will be accepted.

C. Where to be fingerprinted

The enclosed FBI fingerprint card(s) may be taken to the nearest law enforcement agency - police department or sheriff's office - at which time you will complete the necessary information and sign the card in the designated space. In addition to the fingerprint processing fee, the agency taking the fingerprints will also charge a fee which will vary according to their requirements.

D. All information must be typed or printed in black. Each block to be completed is given a number and the corresponding number description is outlined below.

1. Full name in all capital letters. If you only have a middle initial, designate (I.O.) (initial only) next to the middle initial; if you do not have a middle name or initial, designate NMI (no middle initial).

Last Name	First Name	Middle Name
DOE	JOHN	JOSEPH

2. Signature of individual being fingerprinted.
3. Complete residence address of the individual being fingerprinted, including apartment number, city, state and ZIP code.
4. Aliases: Other names that may have been used at any time.
5. Date of birth in numbers, such as 7-21-52.
6. Citizenship: The name of the country you are a citizen of: U.S.A. or other citizenship.
7. - 12. Personal description, abbreviated:

<u>Sex</u>	<u>Race</u>	<u>Hgt.</u>	<u>Wgt.</u>	<u>Eyes</u>	<u>Hair</u>
M	W	5'8"	165	BRN	BRN

13. Place of Birth: show city and state.

14. Armed Forces number: military enlistment number even if it is your social security number.
 15. Social security number: fill in the number even if it's shown in Block 14.
 16. Miscellaneous number: list any other identifying number.
 17. Date and signature of official taking the fingerprints.
- E. Taking of fingerprints. The following information **must be followed exactly** or the FBI will **reject the fingerprint card**. You may wish to provide these instructions to the fingerprint official.
1. Have fingerprint official make certain all impressions are taken in proper order, legible, fully rolled nail to nail and classifiable. All data called for is essential.
 2. If an amputation or deformity makes it impossible to print a finger, the fingerprint official should make a notation to that effect, (ie. "amp") in the individual finger block. **No** other writing is permitted in the fingerprint blocks.
 3. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained. Make sure the fingerprint official does **NOT** stamp "best prints possible" on card.
 4. No highlighter can be used on the fingerprint blocks.
 5. If the fingerprint image bleeds onto the blue lines or overlaps the borders of that block, the card will be rejected.
 6. Fingerprints at the bottom of the page must be straight up and down on the card.
- F. Return of fingerprint card
1. WARNING - the fingerprint card(s) cannot be folded or defaced in any manner because they are machine processed.
 2. Return the card with the fingerprint processing fee, in certified fees.
 3. The fingerprint card(s) and fee(s) must be returned to the Department of Fire, Building and Life Safety PRIOR to issuance of the Conditional License. The background investigation must be completed before permanent status can be established.
- G. All FBI record searches will be treated as confidential information and will not be disclosed, except as provided by law.

DEALER EXAMINEE STUDY INFORMATION

A score of 70% or better is required to pass examinations. The following information should be reviewed before taking any of the retailer, dealer or broker examinations.

DEPARTMENT OF FIRE, BUILDING & LIFE SAFETY STATUTES AND RULES:

Study all material related to all licensees in general, including but not limited to definitions, grounds for disciplinary action, responding to verified complaints and citations and complaints and license scopes, as well as all material related to dealers, brokers or retailers.

1996 BUILDING CONTRACTOR'S EXAM PREPARATION GUIDE

Chapter 3 and Final Examination

The Department of Fire, Building and Life Safety Statutes and Rules are enclosed and provided to you free of charge. The Building Contractor's Exam Preparation Guide may be purchased at Builder's Book Depot, 1033 E. Jefferson St., #500, Phoenix, AZ 85034-2255, 602-252-4050, www.buildersbookdepot.com or check the yellow pages for additional bookstores that may carry this book. In addition, you may wish to check the public library for possible availability.

INSTALLER EXAMINEE STUDY INFORMATION

There are two parts to each Installer test and a passing grade of 70% is required for each part. The following information should be reviewed before taking the examinations.

Department of Fire, Building and Life Safety Statutes and Rules:

Study all material related to all licensees in general, including but not limited to definitions, grounds for disciplinary action, responding to verified complaints and citations and complaints and license scopes, as well as all material related to installers.

Use The Following References Listed Below for All Classifications:

1994 UNIFORM PLUMBING CODE (UPC) 2003 INTERNATIONAL RESIDENTIAL CODE (IRC)
2002 NATIONAL ELECTRIC CODE (NEC) 1996 BUILDING CONTRACTOR'S EXAM PREPARATION GUIDE, Chapter 3 and Final Exam

AND

Class I-10C- General Installer of Manufactured Homes, Mobile Homes, or Residential, Single-Family, Factory-Built Buildings:

<u>UPC</u>	<u>IRC</u>	<u>NEC</u>
604,605,608,609	M1413	210, 230, 250
707,708,718	M1601.2	310, 347
1211,1216,1218		550
314		
appendix E		

Class I-10D- Installer of Accessory Structures Attached to Manufactured Homes, Mobile Homes, or Residential, Single-Family, Factory-Built Buildings:

IRC
R309.2, R312.1, R319.1(5)
R402.1, R403.1.3.1, R408.3
R502.10, R503.1, R506.1
R602.3.1 (Exception 1), R602.3.3, R602.3.4, R602.6, R602.7, R603.1.2
R703.4, Table R703.4
R802.3.1, R802.7, R802.9
R903
M1413
M1601.2

Class I-10G- Master Installer of Manufactured Homes, Mobile Homes or Residential, Single-Family, Factory-Built Buildings:

IRC
R309.2, R312.1, R319.1(5)
R402.1, R403.1.3.1, R408.3
R502.10, R503.1, R506.1
R602.3.1 (Exception 1), R602.3.3, R602.3.4, R602.6, R602.7, R603.1.2
R703.4, Table R703.4
R802.3.1, R802.7, R802.9
R903
M1413
M1601.2

<u>UPC</u>	<u>NEC</u>
314	210, 230, 250
604,605,608,609	300,310,352
707,708, 718	550
1210,1211,1216,1218	
appendix E	

The Department of Fire, Building and Life Safety Statutes and Rules are enclosed and provided to you free of charge. All other materials are the responsibility of the applicant to obtain. The International Residential Code, Uniform Plumbing Code, National Electric Code and the Building Contractor's Exam Preparation Guide may be available at the following locations:

City or County Planning, Zoning and/or Building Departments
Public Libraries

Builder's Book Depot, 1001 E. Jefferson St., Ste. 5, Phoenix, AZ 85034, www.buildersbookdepot.com, phone: 800-284-3434
Additional Book Stores – Consult Yellow Pages

Form 1: LONG FORM APPLICANT STATEMENT (revised)
REQUIRING SUBMISSION OF DOCUMENTATION OF STATUS

**ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS**

**Professional License and Commercial License
Department of Fire, Building and Life Safety**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one) ☐ INITIAL APPLICATION ☐ RENEWAL

TYPE OF LICENSE _____

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

A. Are you a citizen or national of the United States? (check one) ☐ Yes ☐ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.

City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided: _____

"Qualified Alien" Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.

- ☐ 3. A refugee admitted to the United States under Section 207 of the INA
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- ☐ 8. An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- ☐ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- ☐ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- ☐ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- ☐ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- ☐ 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. § 1-501)

- ☐ 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States.
PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

 APPLICANT'S SIGNATURE

 TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S National Status, or Alien Status,

11/08/07

81662

Attachment to Form 1 Applicant Statement

EVIDENCE OF U.S. CITIZENSHIP, U.S NATIONAL STATUS, OR ALIEN STATUS

LIST A: U.S. CITIZEN OR U.S. NATIONAL

Note: In this List, the term “Service” refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

[Source: Proposed Rules, Verification of Eligibility for Public Benefits, 8 CFR § 104.23; 63 FR 41662-01 August 4, 1998); and Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (“Interim Guidance”), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

Evidence showing U.S. citizen or U.S. national status includes the following:

a. Primary Evidence:

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or
- (9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

[Source: Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (“Interim Guidance”), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status:

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;

- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make a determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the

mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk ("*").

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully Admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- * Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3"

Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- * Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3."

Cuban/Haitian Entrant

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- * Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for Less than One Year

Evidence includes:

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA

81662

11/08/07